

WEST VIRGINIA WING ACTIVITIES REQUEST AND REPORT

Send request to WV Wing CV for approval no less than 10 days prior to the planned activity. The completed report is due at wing HQ NLT 5 days after completion of the activity. Two or more overdue activity reports will result in future activities being denied until all reports are submitted. **Member in charge and Safety Officer MUST be two different senior members.**

Squadron Name _____ Charter # _____

Type Activity _____
(explain)

Number of Expected Members Seniors _____ Cadets _____

Location of Activity _____

Preferred Date _____ Alternate Date _____

Senior Member In Charge _____ (Must Be Present During Activity)

Safety Officer _____ (Must Be Present During Activity)

Squadron Commander _____ Date _____
(signature)

Your Request is _____ Approved _____ Not Approved

Your Request is _____ Covered _____ Not Covered by Workman's Compensation

Approving Authority _____ Date _____
Grade Name Duty

The Number For This Activity Is _____ - _____

Note: _____

SAFETY REPORT

(Use Back of Form if Needed)

Actual Number of Attendees **Senior** _____ **Cadets** _____